

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-29(NxGen)

January 18, 2012

To: All Regional Directors, Officers-in-Charge,
and Resident Officers

From: Anne Purcell, Associate General Counsel

Subject: Updated Policy on Use of NxGen Templates

This memorandum updates OM 11-71 regarding use of NxGen templates. That memorandum stated that Regions should use the NxGen templates to ensure they are using the updated language when creating documents, such as settlement agreements and dismissal letters, but made using the affidavit, charge, petition, and election agreement templates optional. This memorandum discusses additional templates that have been made available since issuance of OM 11-71, the recent changes made to address some concerns about template use, certain templates that will be mandatory in April 2012, and development of new templates.

Additional Available Templates

As indicated by an asterisk on the attachment, a number of new templates have been made available since the issuance of OM 11-71. One of those is a template for an FIR which will autofill from NxGen the basic information about the charge such as the date filed, date due, and current allegations. In addition, the form requires information about jurisdiction, context of conduct, EAJA and Charged Party evidence as well as 10(j) and recidivism. Although use of the FIR template is not mandatory, it is expected that all of the information included in the template will be contained in the Region's FIR, Agenda Minute, or other decisional document in cases where the Region is deciding the merits of a charge.

Recent Changes

A number of users indicated that they wanted to be able to take a template document out of "template mode" (xEditor) and use Word to edit the document and save revisions of the draft as reviewed by supervisors and managers. In response to that preference, the release of NxGen 4.4 which was deployed on December 5, 2011, allows users to "publish" the document (take it out of xEditor) without changing the document to a final status. Once "published," the document will be a regular Word document and changes in the document can be seen through versioning available by using either Quick Edit or Check-Out, which are available from the Info link on the document task. Because publishing the document before it is final precludes automatic insertion of the correct appeal date, this functionality is not available for documents that have an appeal date. For dismissal and *Collyer* letters and other documents with an appeal date, users

can draft the language to be inserted separately and paste the approved language in the template document which generates the appeal date. Additional information and instructions are available on the Operations Insider webpage, [NxGen Training Library](#).

Certain Templates to be Mandatory in April 2012

Using the available NxGen templates is important to ensure accuracy and efficiency and to capture information as it is put into NxGen. Accordingly, effective April 2, 2012, it will be mandatory to use the NxGen templates, when available, for preparing affidavits, charges, petitions, and election agreements. This delayed effectiveness should allow enough time for employees to become comfortable with their use. This is in addition to the templates that were previously mandatory. As stated in OM 11-71, use of a template is not mandatory when it is not feasible for the agent to use the network.

With respect to the charge and petition templates, we believe that the December NxGen release makes dealing with participant data entry much easier. However, if the initial search for existing participant data does not produce viable results, users may create new participant entries rather than engage in prolonged search efforts.

Development of New and Revised Templates

Attached is a list of currently available templates which shows the template name, which NxGen Action to use to create the template, and whether the template is mandatory or will become mandatory in April. An important factor in determining the priority of developing the next templates has been the valuable input from the field. Additional templates are being created and will be announced on the [What's New in NxGen](#) page of the Insider and to users when they become available. Suggestions of additional templates or changes to existing templates may be made to the Helpdesk, your Region's NxGen Program Analyst, or DAGC Dottie Wilson.

If you have any questions about this memorandum, you may contact your AGC or deputy, or DAGC Dottie Wilson.

/s/
A.P.

cc: NLRBU

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Available NxGenTemplates

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
*	7-Day Letter	LTR	7 Day Settlement Letter	7 Day Settlement Letter	Settlement	Yes
	Affidavit	AFF	Affidavit	In-Person Affidavit	Investigation or Compliance Investigation	Yes
	Affidavit	AFF	Affidavit	Telephone Affidavit	Investigation or Compliance Investigation	Yes
*	Affidavit – Spanish in Person	AFF	Affidavit	In-Person Affidavit – Spanish	Investigation or Compliance Investigation	Yes
*	Affidavit – Spanish Telephone	AFF	Affidavit	Telephone Affidavit – Spanish	Investigation or Compliance Investigation	Yes
*	Affidavit of Service	SVC	Affidavit of Service	Affidavit of Service for Complaint and NOH	Complaint	Yes
*	Affidavit of Service	SVC	Affidavit of Service	General Affidavit of Service	Any	Yes
	Agenda Minute	FIR	Agenda Minute	Agenda Minute	Investigation or Compliance Investigation	No
*	Ballot	BAL	Ballot for an Election	Ballot	Election	Yes
	Casehandling Log	LOG	Casehandling Log Documenting Contacts with Parties	Casehandling log	Investigation or Settlement or Compliance Investigation	No
	Cert	CRP	Certification of Representative	Certification of Representative	Election	Yes
	Cert	CRS	Certification of Results	Certification of Results	Election	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
	Cert	CRS	Certification of Results	Certification of Results-Residual (Globe)	Election	Yes
	Charge	CHG	Charge	Charge Against Employer	Charge	Voluntary, but Mandatory as of 4/2/2012
	Charge	CHG	Charge	Charge Against Labor Organization	Charge	Voluntary, but Mandatory as of 4/2/2012
	Comment on Appeal	COA	Comment on Appeal	Comment on Appeal	Action being appealed - Dismissal or Deferral or Settlement (if Unilateral SA approved)	Yes
	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Employer - FORMAL- Sent to ER	Compliance Investigation	Yes
	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Employer - FORMAL- sent to ER Atty	Compliance Investigation	Yes
	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Employer after Informal SA - sent to Employer	Compliance Investigation	Yes
	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Employer after Informal Settlement	Compliance Investigation	Yes
	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Employer after Informal Settlement - sent to ER attorney	Compliance Investigation	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
*	Compliance - Soliciting	LTR	Letter Soliciting Compliance	Solicit Compliance from Union - FORMAL - sent to attorney	Compliance Investigation	Yes
	Compliance Closing	CLO	Compliance Case-- Closing Letter	Closing Letter in Compliance Case	Compliance Investigation	Yes
	Deferral	DEF	Collyer Deferral Letter	Collyer Deferral Letter	Deferral	Yes
	Deferral	DEF	Dubo Deferral	Dubo Deferral Letter	Deferral	Yes
	Deferral Follow-up	DEF	Deferral Status Check to Charging Party	Follow up Letter to Charging Party	Deferral	No
	Deferral Follow-up	DEF	Deferral Status Check to Charged Party	Follow-up Letter to Charged Party	Deferral	No
	Deferral Follow-up	DEF	Deferral Status Check to Union	Follow-up Letter to Union		No
	Dismissal	DIS	Dismissal Letter	C Case Dismissal Letter	Dismissal	Yes
	Dismissal	DIS	Dismissal Letter	Final Dismissal in Merit Dismissal case	Dismissal	Yes
	Docketing - C case	DCK	Amended charge letter	Amended charge letter to Charged party	Investigation	Yes
	Docketing - C case	DCK	Amended charge letter	Amended charge letter to Charged party USPS	Investigation	Yes
	Docketing - C case	DCK	Amended charge letter	Amended charge letter to Charging party	Investigation	Yes
	Docketing - C case	DCK	Amended charge letter	Amended charge letter to Employer in CB case	Investigation	Yes
	Docketing - C case	DCK	Initial Letter to Charged Party	Letter to Charged Union	Investigation	Yes
	Docketing - C case	DCK	Initial Letter to Charged Party	Letter to Charged Union	Investigation	Yes
	Docketing - C case	DCK	Initial Letter to Charged Party	Letter to Employer Charging Party in CB case	Investigation	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
	Docketing - C case	DCK	Initial Letter to Charged Party	Letter to Employer in CA case	Investigation	Yes
	Docketing - C case	DCK	Initial Letter to Employer in C Case	Letter to Employer in CB Case	Investigation	Yes
	Docketing - C case	DCK	Initial Letter to Employer in C Case	Letter to USPS in CB case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Employer in R Case	Letter to Employer in RC or RD case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Employer in R Case	Letter to Employer in UC filed by Union	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Employer in R Case	Letter to Employer in UD case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Petitioner in R Case	Letter to Employer Petitioner in RM case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Petitioner in R Case	Letter to Employer Petitioner in UC case	Investigation	Yes
*	Docketing – R case	DCK	Initial Letter to Employer in R Case	Letter to Employer in WH case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to an Intervenor in an R case	Letter to Intervenor	Investigation	Yes
	Docketing - R case	DCK	Initial letter to Petitioner in R Case	Letter to Petitioner in RC or RD	Investigation	Yes
	Docketing - R case	DCK	Initial letter to Petitioner in R Case	Letter to Petitioner in UC Filed by Union	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Petitioner in R Case	Letter to Petitioner in UD case	Investigation	Yes
*	Docketing - R case	DCK	Initial Letter to Petitioner in R Case	Letter to Petitioner in WH case	Investigation	Yes
	Docketing - R case	DCK	Letter to Union in R case	Letter to Union in RD or RM case	Investigation	Yes
	Docketing - R case	DCK	Initial Letter to Union in R Case	Letter to Union in UC filed by Employer	Investigation	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
	Docketing - R case	DCK	Initial Letter to Union in R Case	Letter to Union in UD case	Investigation	Yes
	EAJA Letter	LTR	EAJA (Evidence) Letter	Confirm Interview - No affidavits	Investigation	Yes
	EAJA Letter	LTR	EAJA (Evidence) Letter	Request Evidence - No prior contact	Investigation	Yes
	EAJA Letter	LTR	EAJA (Evidence) Letter	Request Evidence-Submit Position Statement Only	Investigation	Yes
	Election Agreement	AGR	Consent Election Agreement	Consent Election Agreement	Election Agreement	Voluntary, but Mandatory as of 4/2/2012
	Election Agreement	AGR	Stipulated Election Agreement	Stipulated Election Agreement	Election Agreement	Voluntary, but Mandatory as of 4/2/2012
*	Fax cover	LTR	Letter	Fax Cover – Legal Reps or Primary (if no rep)		No
*	Fax cover	LTR	Letter	Fax Cover – All parties		No
*	FIR - Agenda Outline	FIR	FIR -- Final Investigation Report	FIR - Agenda Outline	Investigation	No
*	Letter - Compliance	LTR	Letter	Compliance Pre Closing Letter to Charging Party	Compliance Investigation	Yes
*	Letter - Compliance	LTR	Letter	Compliance Pre-Closing letter to Charged Party	Compliance Investigation	Yes
*	Letter - Compliance	LTR	Letter	Optional Posting Letter to Employer	Compliance Investigation	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
	Letter - Election	LTR	Letter Requesting Excelsior and Sending Approved Stip	Letter Requesting Excelsior and Sending Approved Stip	Election Agreement	Yes
*	Letter Regarding Challenges	LTR	Letter	Challenges Letter to Parties	Election	Yes
	Letter returning Showing of Interest	LTR	Letter	Letter Returning Showing of Interest to Petitioner	Election	Yes
	Letter sending out charge for signature	LTR	Letter	Letter Sending out charge	Charge	No
*	Letter sending out charge for signature	LTR	Letter	Letter Sending out charge for signature – Spanish	Charge	No
	Memo to File	MMZ	Memo Memorializing a Conversation Summarizing Evidence	Memo to file of conversation	Investigation	No
*	Notice of Election	NEE	Notice of Election	Notice of Election	Election	Yes
	Notice of Representation Hearing	NHR	Notice of Hearing in Representation Case	Notice of Representation Hearing	Hearing (if not served with petition)	Yes
*	Order	ORD	RD Order	Order Approve WD of Petition and Revoke Certification	Withdrawal	Yes
*	Order	ORD	RD Order	Order Approve WD of Petition and Cancel Hearing	Withdrawal	Yes

New	Quick Sort	Doc Prefix	Document Subtype	Template Name	Action Generated From	Mandatory
	Petition for any type (RC, RD, RM, UC, UD)	PET	Unsigned Petition in Representation Cases (All Types)	R Case Petition Form	Petition	Voluntary; but mandatory as of 4/2/2012
*	Revoke Dismissal	DRV	Letter Revoking Dismissal	Letter Revoking Dismissal – Approving Withdrawal	Withdrawal	Yes
	Settlement	SET	Informal Settlement Agreement	CA Case Informal Settlement	Settlement	Yes
	Settlement	SET	Informal Settlement Agreement	Informal Settlement in CB CC CD CP case	Settlement	Yes
	Unilateral Settlement Approval Letter	LTR	Unilateral Settlement Approval Letter	Letter Approving Unilateral Settlement	Settlement	Yes
	Withdrawal	WDL	Letter Approving Withdrawal Request	Letter Approving Withdrawal in R Case	Withdrawal	Yes
	Withdrawal	WDL	Letter Approving Withdrawal Request	Letter Approving Withdrawal Request in C Case	Withdrawal	Yes
	Withdrawal request	WDR	Withdrawal of charge	Withdrawal Request Form for C Case	Withdrawal	No